

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 99-071

TO: Charter School Administrator
Special Education Contact Personnel

FROM: Lyle Friesen
Director of School Finance

DATE: April 30, 1999

SUBJECT: Fiscal Year 1998-99 February 1st Final Special Education Census and the LEP Group B Add-on counts

Enclosed are your reports for the February 1st Special Education Census and the LEP group B add-on count. Please ensure that the appropriate personnel receive these reports. If your master file has any corrections to be made, these reports will not be accurate until these changes are made. Changes made after the run date of these reports will not be reflected. Any changes made to these reports could affect the budget. Please notify your business office if changes occur after this date.

Please add students who were "overlooked", delete students who never enrolled and withdraw students who left as of February 1st. Corrections will be processed if they are received by **Friday May 28, 1999**.

If you are not reporting electronically at this time, we strongly urge you to do so in the future as the error rate and turn-around time decrease dramatically when electronic methods are used.

The following is a summary of the enclosed reports:

LEPS 10-1, Group B Add-on counts:

This report has the group B add-on counts used for funding and budget preparation. If you reported zero your school will not receive a report.

SPED 08, Category/Age/Sex Report:

This report is an unduplicated count of the number of students by Category/Disability, Age, and Sex by district of residence.

SPED 16, ADM Counts Resident State Aid only:

This report shows monthly and YTD ADM by category by district of residence. The report calculates the ADM for those students with categories eligible for State Aid. The ADM counts should be the same as the SPED28 report used for budget preparation.

SPED 28, Student Counts For Use In Budget Preparation:

This report shows the ADM figures used to prepare the budget.

If you have any questions please call Rose Whelihan at (602) 542-8240 or Tom Lowe at (602) 542-8244.